

Process Safety Management Audit Checklist

Operating Procedures

	Y/N	Comments
Documentation		
Do written operating procedures exist for each covered process? Do the procedures provide clear instructions for conducting activities safely?		
<p>Do the operating instructions address, at a minimum, steps for each operating phase, including:</p> <ul style="list-style-type: none"> • Initial start-up? • Normal operations? • Temporary operations? • Emergency shutdowns? • Conditions requiring emergency shutdown? • Assignment of shutdown responsibility to qualified operators? • Emergency operations? • Normal shutdown? • Start-ups following a turnaround or emergency shutdown? 		
Do the operating procedures include operating limits that outline consequences of process deviation and steps required to correct or avoid deviations?		

<p>Have safety and health considerations been included in the operating procedures? Do they include, at a minimum, the:</p> <ul style="list-style-type: none"> • Properties of, and hazards presented by, chemicals used in the process? • Precautions necessary to prevent exposure, including engineering controls, administrative controls, and personal protective equipment? • Control measures to be taken if physical contact or airborne exposure occurs? • Quality control for raw materials and control of hazardous chemical inventory levels? • Any special or unique hazards? 		
<p>Are safety systems and their functions included in the operating procedures?</p>		
<p>Are the operating instructions consistent with the process safety information?</p>		
<p>Are operating procedures readily accessible to employees who work in or maintain a process?</p>		
<p>Are operating procedures reviewed as often as necessary to assure that they reflect current operating practice? Are they certified annually by the company that they are current and accurate? Do they reflect current operating practices that have resulted from changes in:</p> <ul style="list-style-type: none"> • Process chemicals? • Technology? • Equipment? • Facilities? 		

<p>Have safe work practices been developed and implemented for employees and contractors to control hazards during operations such as:</p> <ul style="list-style-type: none"> • Lockout/Tagout? • Confined space entry? • Opening process equipment or piping? • Control over entrance into a facility by maintenance, contractor, laboratory, or other support personnel? 		
Observations		
Does observation of a representative sample of processes indicate that the written operating procedures are being implemented?		
Does observation of a representative sample of processes indicate that the written operating procedures are readily accessible to employees who work or maintain a process?		
Does observation of a representative sample of processes indicate that operating procedures reflect current practice, including changes that result from process chemicals, technology, equipment, and facilities? (Observe to see if actual procedures match the written operating procedures.)		
<p>Does observation of representative operations indicate that safe work practices have been implemented for company and contractor employees? Do such work practices include, where appropriate:</p> <ul style="list-style-type: none"> • Lockout/Tagout? • Confined space entry? • Opening process equipment or piping? 		

<ul style="list-style-type: none"> Control over entrance into a facility by maintenance, contractor, laboratory, and other support personnel? 		
Interviews		
Based on interviews with a representative number of operators, are the written operating procedures implemented for each covered process?		
Based on interviews with a representative number of operators, do operating procedures provide clear instructions for safely conducting activities? (Specifically ask for conditions requiring emergency shutdown, the operating limits of a particular process or item of equipment, what might occur if a deviation from those limits should take place, steps to avoid the deviation, and precautions necessary to prevent exposure to hazardous chemicals.)		
Based on interviews with a representative number of employees who work in or maintain a process, are the operating procedures readily accessible?		
Based on interviews with a representative number of operators and maintenance employees, do the operating procedures reflect current operating practice?		